



U.S. Department of Agriculture

Personnel Security Bulletin #06-01, Subject: Advance FBI Fingerprint Checks for Issuing Personal Identity Verification (PIV) ID Badges under HSPD-12

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Agriculture

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Subject: Advance FBI Fingerprint Checks for issuing PIV ID Badges

Issue: USDA employees and contractors hired on or after October 27, 2005—who need long-term access to a controlled federal facility and/or information system (IT)—will require a clear FBI fingerprint check before a PIV ID Badge may be issued. The PIV ID Badge grants the holder non-provisional access to controlled facilities and/or IT systems.

Date Issued: November 1, 2005

Effective Date: November 1, 2005

Scope and Effect: This is an internal advisory document for use by USDA personnel involved in implementing USDA's personnel security program, Homeland Security Presidential Directive (HSPD) 12, "Policy for a Common Identification Standard for Federal Employees and Contractors," and Departmental Regulation and Manual, 3800-001, Common Identification Standard for U.S. Department of Agriculture Employees and Contractors. See <http://hspd12.usda.gov>

Background: Departmental Manual 3800-001 will require a clear FBI fingerprint check before a PIV ID Badge is issued to employees and contractors who begin work on or after October 27, 2005, and who require long-term access to a controlled federal facility and/or information system. The U.S. Office of Personnel Management (OPM) has announced that an advance fingerprint check (without the advance National Agency Check-NAC) is available. See attachment for instructions on scheduling an advance FBI fingerprint check. The advance fingerprint check is usually completed and returned to the agency within 10 workdays after the fingerprint chart is received by OPM. By separating the fingerprint check from the NAC record checks, OPM has greatly reduced the time it will take to issue PIV ID Badges. Question 3 of the Registrars FAQ located at <http://hspd12.usda.gov> will be modified to reflect the above.

Procedure: Agencies are encouraged to schedule the advance fingerprint check at least 3 weeks before the expected date of employment, whenever possible.

PDSD Actions: The Personnel and Document Security Division (PDSD) will periodically provide agencies the average length of time advance fingerprint results are returned to USDA

Further Information: Contact Marty Brumback at 202-720-7373/martin.brumback@usda.gov

Attachment

Advance Fingerprint

OPM-FIPC is pleased to announce that we are now offering an Advance Fingerprint for all investigations requested on the Standard Form 86, 85P, and 85. The fingerprint results are advanced to the Security Office as soon as they are received in FIPC.

To obtain an Advance Fingerprint Report, the SON/SOI must indicate a Special Coverage Code of "R" in the Codes Block on the Agency Use Block of the SF86, SF 85P, or SF 85.

This report will be sent to the SOI, and will provide the fingerprint results as soon as the results are received. If the subject has an arrest record, a copy of the arrest record will also be provided. This service is provided free of charge.

Standard Form 86 Revised September 1996 U.S. Office of Personnel Management EOPM Policy 715, 725, and 736		QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS		Form approved C.A.R. No. 3229-2027 NSN 7140-00-006-4036 5010-10	
Investigating Agency Use Only		Class R		Date Rec'd	
Part 1 Agency Use Only (Complete items A through F using instructions provided by the investigating agency)					
A. Select investigation	B. Date Coverage	C. Security Code	D. Arrest	E. Name of Actor Code	F. Date of Actor
G. Security Number	H. Position Code	I. Action Code			
J. Rank	K. Location of the of Personnel Code	L. Other Address	SF Code		
M. SO	N. Location of Security Office	O. Other Address	SF Code		
P. (OPTIONAL) Investigating Office	Q. Reporting Date and Personnel Office	R. Signature	Telephone Number		

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

